

**East Central Railway
Dhanbad Division**

Office Order No.E/Gaz/Admin/414/10-2021

Sub : Revised duties of ADRMs in Dhanbad division.

With transfer of ADRM (Infra)/Dhanbad (**GM(P)/ECR/HJP's Office Order No.GAZ/173/2021, docketed under no. ECR-HQOPERS(Gaz)/88/2021-O/o Dy.CPO/Gaz/HQ/ECR, dt. 25.08.2021**) revised distribution of departments/works among ADRM(Infra)/Dhanbad, ADRM(OP)/Dhanbad & ADRM/Barkakana shall be as under:

SN	Officer	Departments/Work Assigned
i)	ADRM/Infra/DHN	Engineering, Signal & Telecom, Personnel, Finance, Stores, Staff Welfare, Railway Unions, Legal Matters, Information Technology. He will be tender accepting authority of SAG level of the Engineering tenders being dealt by Sr.DEN/Co, Sr.DEN/Estate, Sr.DEN/2 & Sr.DEN/5 & all other issues associated with these tenders. Finalization & closure of all old contract agreements and ensuring submission of final bills to accounts of Sr.DEN/1, Sr.DEN/2, Sr.DEN/4, Sr.DEN/5 & DEN/HQ as per detail at Annexure I. He will also review the water supply arrangements in areas other than CIC section & Chopan area as per details at Annexure II. He will keep a sharp lookout on progress & safety issues of works. All construction sites for the GC Section from Pradhankhunta to Bandhua and Patherdih area as well as, all other lines in the section not being covered by ADRM/BRKA should be inspected by ADRM/Infra/DHN jointly with Open line & Construction before and after the CRS inspection so that the deficiencies can be removed in a time bound manner and are not allowed to linger. Any other work assigned by DRM from time to time.
ii)	ADRM/OP/DHN	Traffic Operation, Electrical/Operation, Electrical/TRS, Diesel Shed, Commercial, Coal Commercial, Mechanical/Coaching, Mechanical/Freight, Safety, RPF, Medical, EnHM, General Administration, Protocol, Public Grievances, Media Handling. Finalization & closure of all old contract agreements and ensuring submission of final bills to Accounts of Sr.DEN/3, Sr.DEN/ Estate & all other remaining B.Os as per detail at Annexure I. He will review the water supply arrangements in Chopan area as per details at Annexure II. He will work on 'Hungry for Cargo' and capture traffic from road. He should take all required initiatives in this work and should be able to show results. Mapping of all industries & businesses should be done. Any other work assigned by DRM from time to time.

SN	Officer	Departments/Work Assigned
iii)	ADRM/BRKA	Electrical/TRD, Electrical/General, All the field related issues of section controlled by Barkakana & Chopan Control. He will be tender accepting authority at SAG level of the Engineering tenders being dealt by Sr.DEN/1, Sr.DEN/3, Sr.DEN/4 and other issues associated with these tenders. Finalization & closure of all old contract agreements and ensuring submission of final bills to Accounts of Sr.DEE/G, Sr.DEE/ TRD, Sr.DEE/TRS/GMO as per detail at Annexure I . He will review the water supply arrangements in CIC section as per details at Annexure II. He will keep a sharp lookout on progress & safety issues of RVNL works. All construction sites in Barkakana - Chopan & Singrauli area should be inspected by ADRM/BRKA jointly with Open line & Construction before and after the CRS inspection so that the deficiencies can be removed in a time bound manner and are not allowed to linger. Any other work assigned by DRM from time to time.

2. Following other important matters will be looked after by ADRMs:

SN	Officer	Other Important Matters Assigned
i)	ADRM/Infra/DHN	Constructions related matters, Matters related to DFCCIL/RVNL/RITES/IRCON & other PSUs of complete division, Soft upgradation & redevelopment of stations, maintenance & upkeep of Railway colonies, Coordinating issues of sidings, Processing CRS sanction for various ongoing projects on division & issues related with CRS sanction, Weekly Review meetings, HQ/PCDO, MoU & KPIs, Railway Presentation, other HQ/Rly. Board matters, Schematic plans, ESPs/SIPs, other design & drawing documents, Integrated Maintenance blocks, e-Drishti, Shramik Kalyan, RTI, CPGRAM & any other matter assigned.
ii)	ADRM/OP/DHN	Punctuality, earnings, Daily Punctuality meetings, Rajbhasa, SIG inspections, Safety inspections & drives, Cleanliness of stations, redressal of passengers grievances, Rail Madad & any other matter assigned.
iii)	ADRM/Barkakana	Matters related to Construction/DFCCIL/ RVNL/ RITES/IRCON pertaining to CIC and Chopan areas controlled by Barkakana and Chopan Control , soft upgradation and redevelopment of stations, maintenance and upkeep of railway colonies in CIC and Chopan areas.

3. ***Above all, it is responsibility of all ADRMs in their respective work distribution/area to manage & sort out "Emergency Position" & other failures which are affecting mobility adversely on real time basis with consultation to BOs.***

4. ADRM/Infra/Dhanbad will look after duties of ADRM/Barkakana in his absence. ADRM/Infra/Dhanbad and ADRM/OP/Dhanbad will be the link officers for each other and look after each others' activities whenever required.

This issues with the approval of DRM.

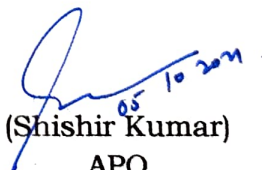
**for Sr.Divisional Personnel Officer,
East Central Railway, Dhanbad**

No. E/Gaz/1A/Pt.V

Dhanbad, dt. 05/10/2021

Copy to:

- Secretary to GM/ECR: for kind information of GM.
- PS-I to AGM: for kind information of AGM.
- Ch.OS/G: for kind information of DRM.
- PFA: for information please.
- All PHODs, CHODs for information please.
- ADRM (Infra)/Dhanbad, ADRM (OP)/Dhanbad & ADRM/BRKA for information & necessary action please.
- All Branch Officers: for information & necessary action
- Ch.OS/PB(Gaz), Ch.OS/Pass, CA
- Ch.OS/IT.


(Shishir Kumar)
APO

**for Sr.Divisional Personnel Officer,
East Central Railway, Dhanbad**

Annexure I

Finalisation & Closure of all old Contract Agreements as per details annexed.

The status of closure of old contracts is being monitored at highest level. All concerned should, therefore, take immediate action for finalization & closure of all old contract agreements and ensure submission of final bills to Accounts.

Sl.	ADRM	Branch Officers
1.	ADRM/BRKA	Sr.DEE/G, Sr.DEE/TRD, Sr.DEE/TRS/GMO
2.	ADRM/Infra	Sr.DEN/1, Sr.DEN/2, Sr.DEN/4, Sr.DEN/5 & DEN/HQ
3.	ADRM/OP	Sr.DEN/3, Sr.DEN/Estate & all other remaining B.Os.

ADRM's should ensure that the above issues are given highest priority and complied within the target dates.



Annexure II

Review of water Supply as per details annexed.

The review should specifically cover the following aspects:

- a) Demand vis-à-vis availability of water at all the establishments existing in the stations on the Division.
- b) Source of water supply and adequacy of pumps, provision of standby and spare pumps as well as availability of pump spares needing frequent replacement.
- c) Condition of water pipelines.
- d) Adequacy of Storage arrangement of water including leakages in overhead tanks.
- e) Filtration arrangement as well as quality of water being pumped by Filter Houses, availability of bleaching powder, alum etc.
- f) Availability of water bodies at stations.
- g) Backup arrangement for meeting any eventuality.

